



As part of the City's Employee Wellness Program, eligible civilian employees and spouses who participate in wellness activities can earn up to \$125 Reward Dollars per person each year as a contribution to a Flexible Spending Account.

We encourage you to take advantage of the many programs, events and benefits the Employee Wellness Program has to offer, and earn financial rewards at the same time.



Employee Wellness Rewards Program 2009

Earn money in your Flexible Spending Account by participating in the City's Employee Wellness Program!

Eligibility and Rules

- All full-time, active civilian employees are eligible to participate. Spouses who are on the City's civilian health care plan are also eligible.
- Activities must be completed between October 1, 2008 and September 15, 2009.
- **Participants must complete the online Health Assessment at www.myuhc.com to enroll in the Wellness Rewards Program and to earn *Reward Dollars*. No *Reward Dollars* will be credited to a participant's Flexible Spending Account until the Health Assessment has been completed and submitted.**
- Some activities can be used more than one time to earn *Reward Dollars* (see activity list on next page for details)
- All documentation is subject to verification.
- The maximum amount each eligible participant can earn in the Wellness Rewards Program per year is \$125.
- Rewards will be distributed on scheduled dates into the employee's Flexible Spending Account.

How it Works

Step 1: Complete an online Health Assessment at www.myuhc.com to earn your first \$45 reward.

Step 2: Participate in eligible Wellness Activities throughout the year. For each activity completed, you have the potential to earn a \$20 reward, up to a total of \$80 in addition to the \$45 for the completion of the Health Assessment, for a total of \$125. Activities should be completed on the employee's personal time.

Step 3: Submit your *Rewards Request Form* and supporting documentation to the Employee Wellness program. Any documentation collected will be used only to verify completion of the Wellness Activity. Please do not submit personal medical or health information.

Step 4: Watch your Flexible Spending Account grow as you complete Wellness Activities!

Collect Your Rewards

All required documentation for each activity must be attached to the *Rewards Request Form* and submitted to the Employee Wellness Program by the deadlines below for rewards to be received. *Rewards Request Forms* can be found on the COSAweb in the E-Forms section.

Submit *Rewards Request Forms* and documentation by mail, fax or e-mail to:

Employee Wellness Program
Human Resources
115 Plaza de Armas, Ste. 260
Fax: 207-7997
wellness@sanantonio.gov

Rewards will be made as contributions to the employee's Flexible Spending Account as shown in the chart below. The Rewards Request Form can be submitted any time throughout the year for any activity completed between October 1, 2008 and September 15, 2009. Please remember the Health Assessment must be documented on the first Rewards Request Form that is submitted.

<i>Rewards Request Form Deadline</i>	<i>Contributions to Flexible Spending Account</i>
March 15, 2009	April 1, 2009
June 15, 2009	July 1, 2009
September 15, 2009	October 1, 2009

Eligible Activities

For each activity you participate in, you have the potential to earn a \$20 reward (annual maximum is \$125).

Activity	Documentation
Behavior Management	
<ul style="list-style-type: none"> Enroll in and complete a weight loss or weight management program, tobacco cessation program, or other approved behavior management program (Limited to two (2) of each type per year) 	Participation report or name of counselor, and receipt, if appropriate
<ul style="list-style-type: none"> Keep a food or exercise journal for six weeks (Limited to two (2) six week sessions for each type) 	Copy of journal or log
Organizational Activity	
<ul style="list-style-type: none"> Attend CoSA Health Expo (Limited to two (2) per year) 	Check in at Employee Wellness booth
<ul style="list-style-type: none"> Organize a wellness activity for your department. Supervisor approval required. (Limited to two (2) per year) 	Thorough description of activity and supervisor's signature
Physical Activity	
<ul style="list-style-type: none"> Join a gym or fitness center (some discounted rates available through CoSA) (Limited to one (1) per year) 	Copy of initial assessment OR receipt for membership
<ul style="list-style-type: none"> Regular gym usage for one month (Regular usage = four (4) or more visits) (Limited to two (2) months per year) 	Produce printed usage report
<ul style="list-style-type: none"> Participate in a City sponsored fitness event (e.g., City Manager's 5K, training programs, etc.) 	Copy of registration form/receipt and/or printout of finisher report
Preventive Care and Screenings	
<ul style="list-style-type: none"> Get a physical or annual health screening (Preventive screenings covered at 100% on City's civilian health plan) (Limited to two (2) different screenings per year) 	Receipt from health care agency conducting physical or screening
<ul style="list-style-type: none"> Utilize one of the City's Health Stations weekly for six consecutive weeks (Limited to two (2) six-week periods per year) 	Rewards Request Form will be verified by Employee Wellness Program staff
<ul style="list-style-type: none"> Enroll in and complete a disease management program (visit www.myuhc.com or attend four or more of the CoSA Dealing with Diabetes support group monthly meetings) (Limited to two (2) per year) 	Printed completion form from UHC or sign-in sheet from meetings
Additional	
<ul style="list-style-type: none"> Additional activities may be eligible for the Wellness Rewards Program. Submit entries to the Employee Wellness Program for review. 	To be determined by the Rewards Program Committee

Track Your Activities

Name: _____

My Personal Rewards Tracking Form

Activity	Point Value	Completion Date	Documentation
REQUIRED: Online Health Assessment at www.myuhc.com	45		No documentation required; UHC will validate names
1.	20		
2.	20		
3.	20		
4.	20		

Wellness Resources

City of San Antonio
Human Resources Department
Employee Wellness Program
115 Plaza de Armas, Ste. 260
San Antonio, Texas 78205
207-WELL (9355)
wellness@sanantonio.gov

FOR MORE INFORMATION
Michelle Thomas
Employee Wellness Manager
207-2807
Michelle.thomas@sanantonio.gov

Visit the [COSA web](#) for Fitness Center rates and current Wellness activities!

UNITED HEALTHCARE
(800) 996-2078
www.myuhc.com
Personal health record, disease management, Wellness resources

DEER OAKS
(800) 396-2467
www.deeroaks.com
Login & password: cosa
Employee Assistance Program, behavior management, smoking cessation, stress management

WEIGHT WATCHERS AT WORK
207-9355
Weight loss and management

QUITLINE
(866) 605-7848
Smoking cessation program (free patch, gum or lozenge)

CITY EMPLOYEE HEALTH + WELLNESS CENTER
921-COSA (2672)
Physicals, screenings, Dealing with Diabetes group, computer availability, resource library

1303 McCullough Ave.
Suite 170
Monday, Wednesday, Friday
7:00 a.m. - 5:00 p.m.
Tuesday, Thursday
8:00 a.m. - 6:30 p.m.

Employee Wellness Rewards Program

While the Rewards Program is only applicable to a specific number of eligible Wellness Activities, City of San Antonio employees are welcome and encouraged to participate in as many wellness activities as they desire throughout the year.

Employee Wellness Program Vision

The vision for the City of San Antonio wellness program is to create and support a healthy and productive workforce who will carry the message of wellness to their families and the San Antonio Community.

Employee Wellness Program Mission

The mission of the wellness program is to enhance organizational health by fostering interest and encouraging employees to initiate or expand healthier lifestyles, provide diverse wellness programs to meet a wide range of personal health needs, recognize employees for participating in healthier lifestyles and activities, decrease absenteeism due to illness or stress, and develop a positive culture that is focused on celebrating and improving the quality of life for all employees.